

New Member Enrollment

New member enrollment is an online feature for employers to use to enroll TRF qualified employees into the Indiana State Teachers' Retirement Fund (TRF) when employees do not have a trf number. This feature is typically utilized when quarterly wage and contribution reports are due and the employer does not have an enrollment form on record.

Login Instructions

These are the instructions for the TRF Employer Interactive Web site. Access the TRF home page at <http://www.in.gov/trf/>.

1. On the right side of the page you will see many links under "Online Services". To access the Employer Interactive features, click on the **Employer Secure Login** link.
2. On the *Login Page*, enter your **Employer Email Address** (user name) and **Employer Password**. *Note: Consider bookmarking this page for quicker access in the future. Your Employer Email Address is your full e-mail address. Initially, your Employer Password is also your e-mail address up to 20 characters. The Employer Password is case-sensitive and has been created with all lowercase letters. For the Employer Password, if your e-mail address is longer than 20 characters, enter the first 20 characters and click the Login button. The Employer Information page displays (Figure 2).*

*The **Employer Password** field is limited to 20 characters and does not accept more than 20 characters.*

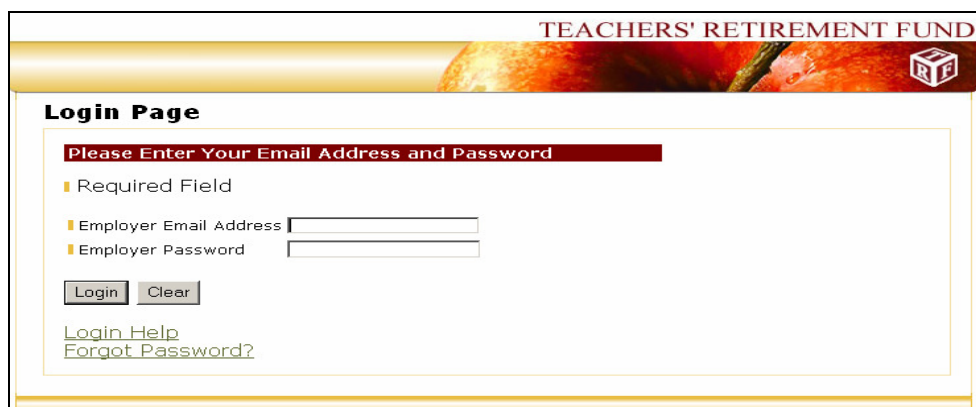


Figure 1 – Login Page

You will be required to change your password after successfully logging in. For information on password restrictions, click the **Login Help** link.

3. On the *Employer Information* page (Figure 2), in the left frame, there are links to **SSN/TRF# Cross Reference**, **P31 Submission**, **Change Password**, **Member Enrollment** and other options. You may access only those features for which you have requested and been granted access.

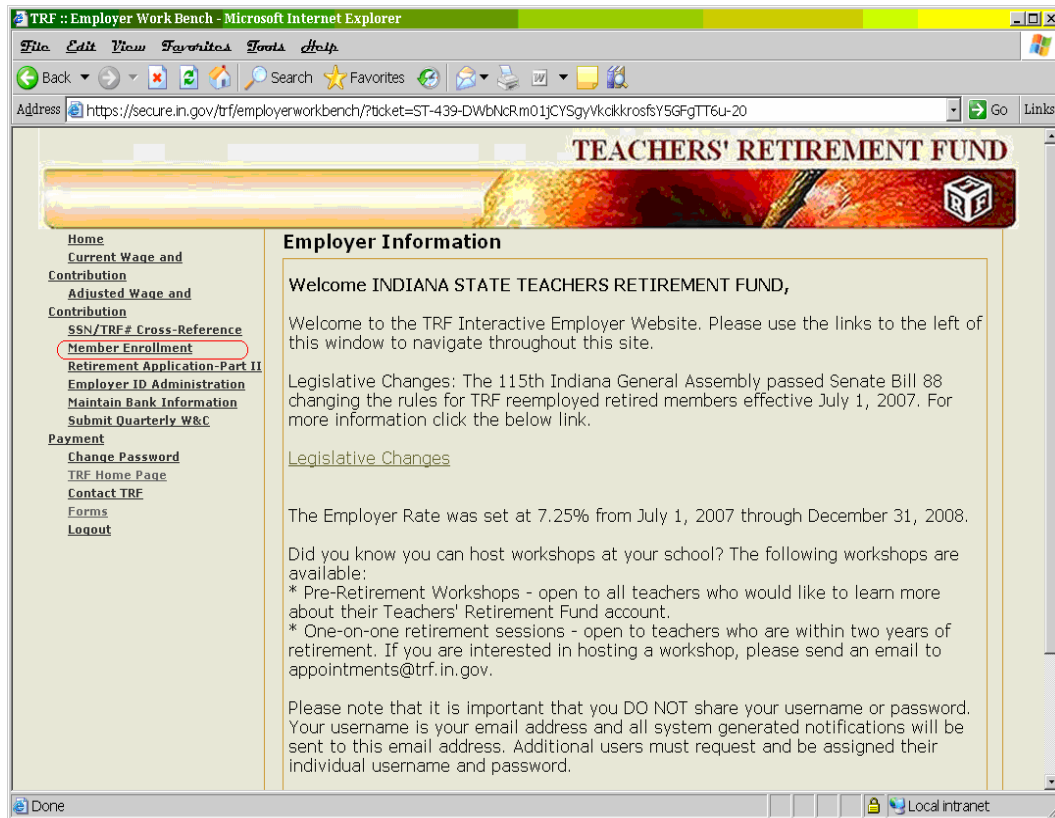


Figure 2 – Employer Information Page

4. Select Member Enrollment on the left side and the “Member Enrollment” page will display (Figure 3).

Member Enrollment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Local intranet

Address: https://secure.in.gov/trf/employerworkbench/StMgrServlet?EntryPointName=MemberEnrollment Go Links

Home
 Current Wage and Contribution
 Adjusted Wage and Contribution
 SSN/TRF# Cross-Reference
 Member Enrollment
 Retirement Application-Part II
 Maintain Bank Information
 Submit Quarterly W&C Payment
 Employer Demographics
 Change Password
 TRF Home
 Contact us
 Forms
 Logout

Member Enrollment

Enrollment Form for New Members

TRF member enrollment should be submitted to the Indiana State Teachers' Retirement Fund within five (5) days of the teachers' date of employment. You must complete all items on this form where the field is marked required (*). Every effort should be made to ensure that the Fund receives an official "Enrollment Form for New Members" and a certified birth certificate.

Member Information * - Required Field	
* First Name	<input type="text"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text"/>
* Social Security Number	<input type="text"/> <small>(numeric characters only)</small>
* Date of Birth	<input type="text"/> <small>(in mm/dd/yyyy format)</small>
* Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
* City	<input type="text"/>
* State	Select <input type="text"/>
* Zip	<input type="text"/> <small>(numeric characters only)</small>
* Date of Hire	<input type="text"/> <small>(in mm/dd/yyyy format)</small>
* Home Phone Number	<input type="text"/> <small>(numeric characters only)</small>
Other Phone Number	<input type="text"/> Extn <input type="text"/> <small>(numeric characters only)</small>
* Current Marital Status	Married <input type="text"/>
* Gender	Male <input type="text"/>
* Member Email Address	<input type="text"/>

Employer Information	
Unit Name: INDIANA STATE TEACHERS RETIREMENT FUND	Unit Number: 0099011

Submit Reset

Figure 3 – Member Enrollment Page

5. Enter the member information in the fields provided. Fields marked with an asterisk (*) are required.
6. Once all information is entered click the 'submit' button at the bottom of the page.
 - a. If all data is entered and the employee does not exist in our database a TRF Number will be assigned as displayed (Figure 4)



Figure 4 – Member Enrollment with new TRF# assigned

- b. If the employee exists on our database and already has a TRF Number then you will receive the following error message (Figure 5): If you get this error message try using the SSN/TRF# Cross Reference feature on your Employer Interactive page to get the member's TRF number.

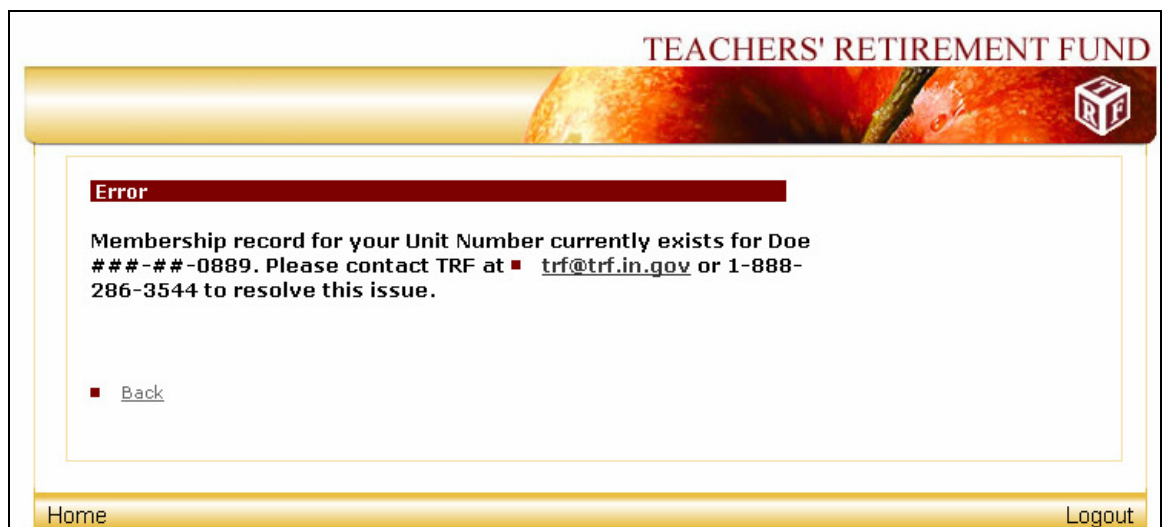


Figure 5 – Error message for existing member

- c. If the employee exists on our database, but the data entered does not match with the information we have on our database, you may receive the error message shown in Figure 6. Please try the SSN/TRF Cross Reference feature to determine if the employee is already a member and has a trf number. If the employee does not have a trf number this might indicate that the employee is a beneficiary on another member's account and some of the data entered does not match our records. You should contact TRF if you receive this error and are unable to retrieve the trf number by using the SSN/TRF Cross Reference feature.

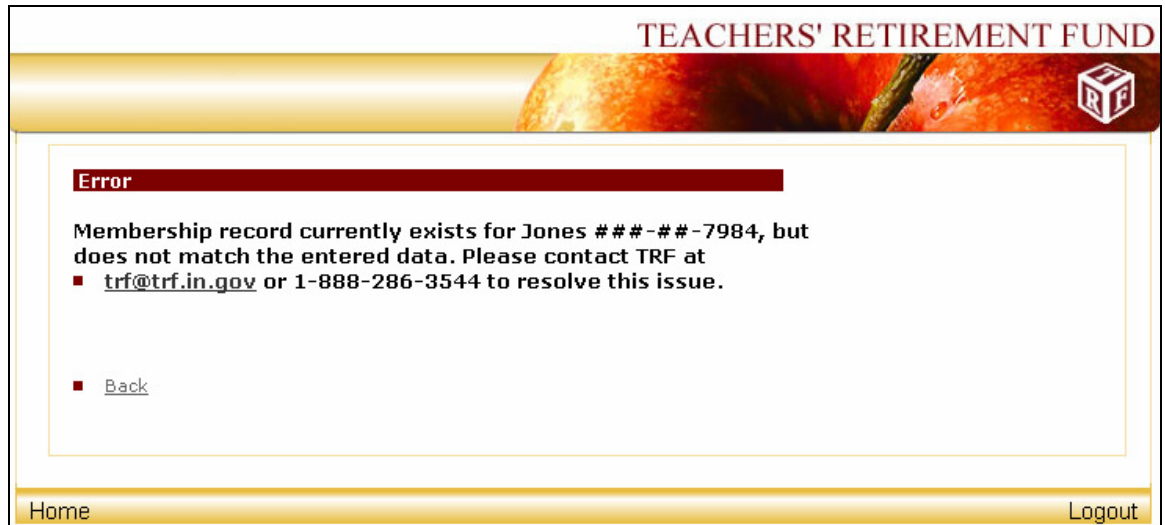


Figure 6 –Error message for discrepancy in member's data.

7. When a new TRF Number is assigned a membership letter is generated and sent to the member. It is not required to send an original enrollment form to TRF at this time.